A Guide to Arkivalieronline:

Accessing the Digitized Census Records

Accessing the Census Records is Simple! Just follow these 7 steps…

1. Begin by going to the website: **www.sa.dk/ao**

2. Once at the website, click on the drop-down arrow.

Words to Know…

Danish	English
Arkivalier	Records
Vælg	Choose
Folketællinger	Censuses
Årgang	Record Year
Stedbetegnelse	Place description
Amt	County
Herred	Court District
Sogn	Parish
Købstad	City
Kvarter	Quarter
Gade	Street
Opslag	Image

3. When you click on the drop-down box, you will see a list of options. Click on the word "Folketællinger" for the church books

4. Once you have chosen the census records link, a new drop box will appear. From here, you will need to choose:
   a) First, the "Årgang," or year of interest. The years 1787 to 1930 are available.
   b) Next is the "Stedbetegnelse," or description of the area. Use the purple table for translations of the different place types.

Danish	English
København	Copenhagen
Købstad	City
Landsogn	Country Parish
Etaten	Government area
Slesvig	Schleswig County (includes today's northern Germany)

5. After choosing the area description, you will be given three more drop down boxes. You will need to choose:
   a) The "Amt," or county. If searching in Copenhagen choose the "Kvarter," or quarter.
   b) Next, ignore the "Herred," and choose the "Sogn," or parish. If searching in a city, choose the "Købstad," or city. If searching in Copenhagen, choose the matrikel area.

> **Tip**: The Danish language has three extra vowels - Æ, Ø, and Å. They are very different from A and O, and are found at the end of the Danish alphabet.
> For example, the county of Sønderborg is listed after the counties of Sorø and Svendborg instead of before.

2

6. After making your choices in steps 4 and 5, a few links will appear at the bottom of the page. These red links are the links to the census records. Click on any of the red links to access the records. Note: The website is beginning the trial process of a new photo viewer. You can try out this new viewer by clicking on the BETA button. (This button is only available for a few of the census years.)
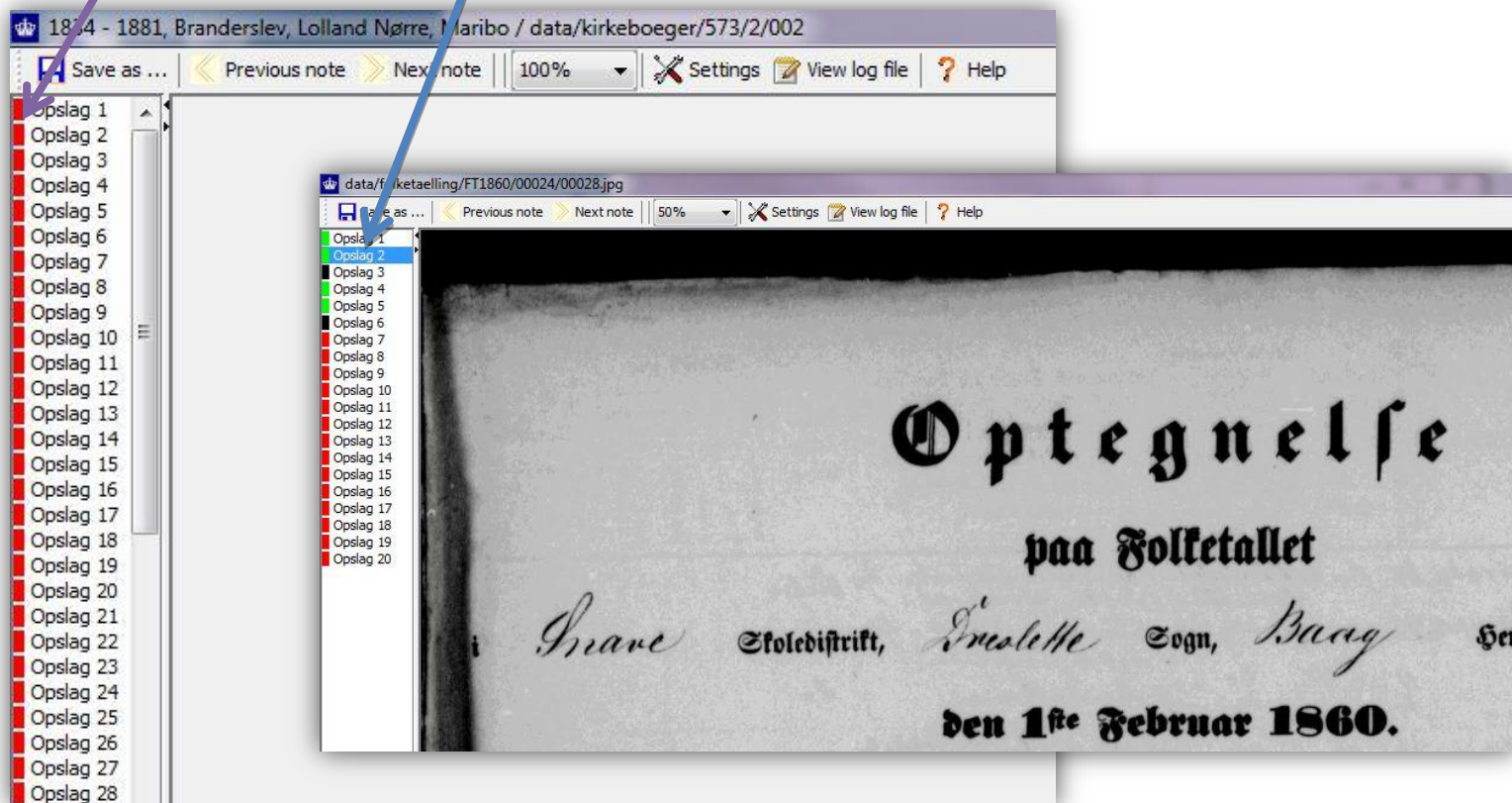
*At this point of time, you will need to make sure that *Java* is downloaded on your computer, otherwise you will not be able to download the records. In the near future, Java will no longer be necessary. You can download Java at www.java.com.
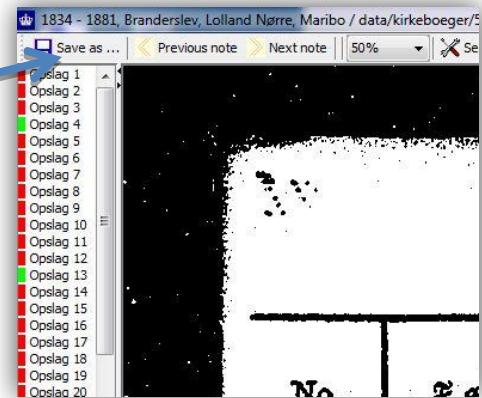

7. After clicking on the link, a new window will pop up. The buttons on the left are the "Opslag," or image, links. Click on an image link.

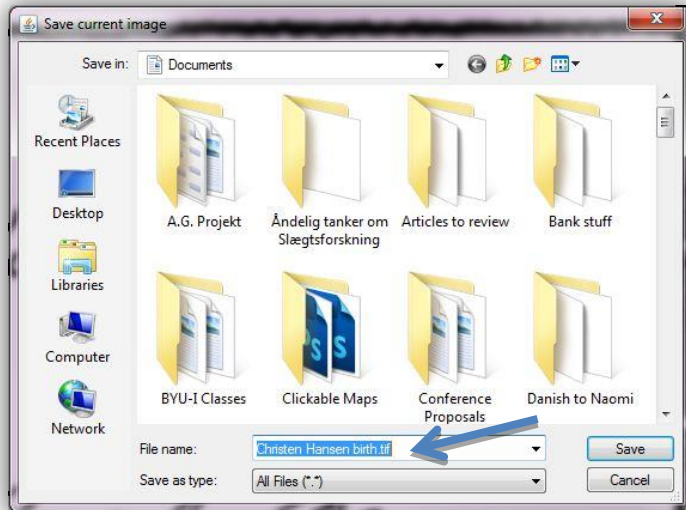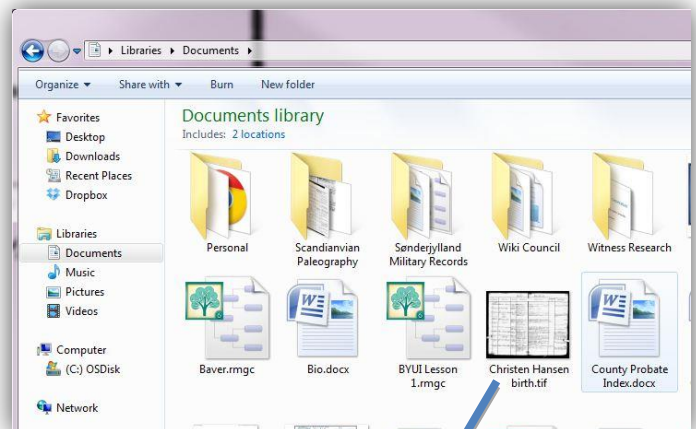When the link turns green, the image is downloaded and ready to view.

To Print An Image:

1. Click on the "Save as…" button in the upper left hand corner
2. Give the file a name, such as "Christen Hansen birth." The system does not automatically specify the file type (.jpg, .tif, .png, etc.) so you will need to add the file type at the end. (Example: Christen Hansen birth.jpg)

3. Open the documents folder (or where ever you saved the image), and open the saved file.
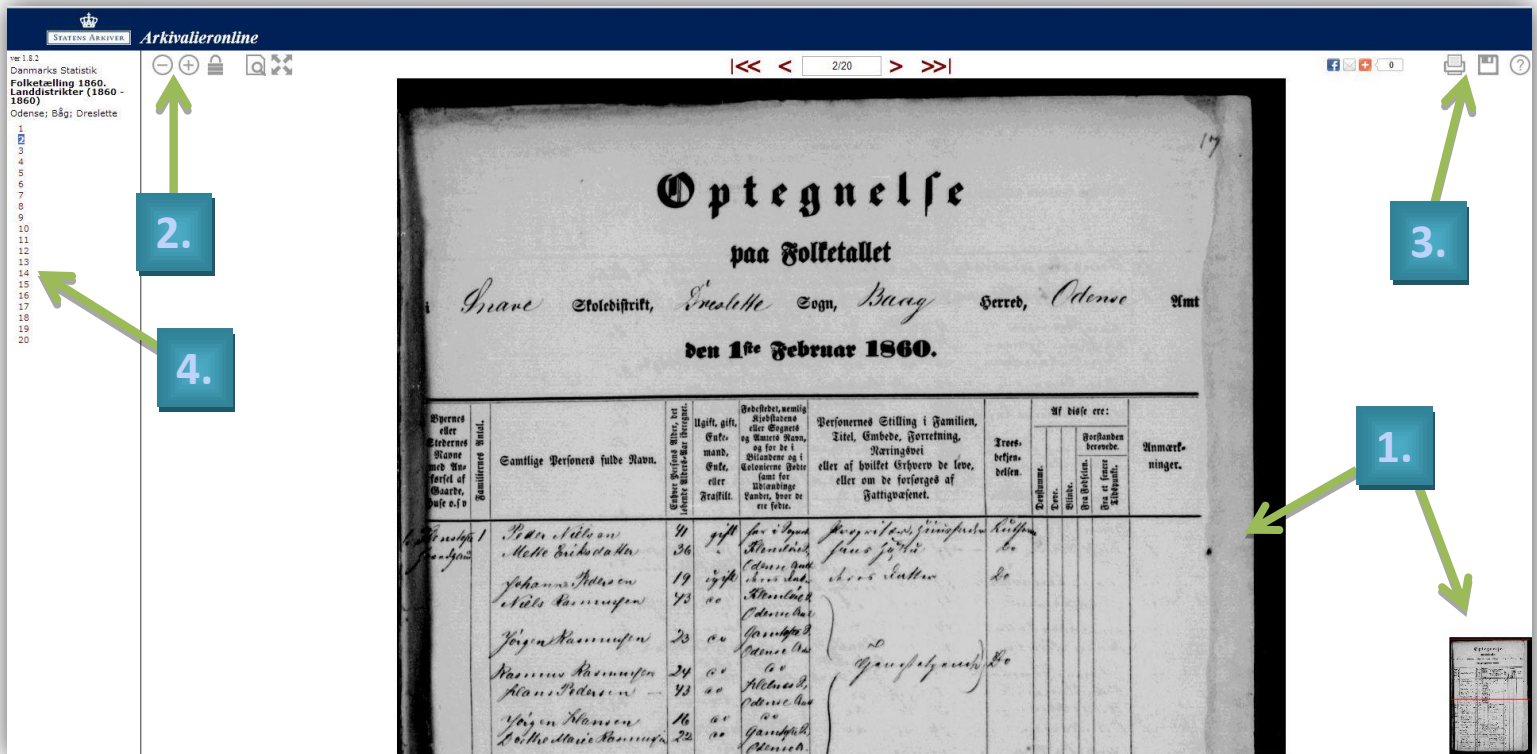
4. Once you have the file opened, click 'file,' then 'print,' or however your particular picture viewer prints.

The New Viewer

A new viewer is being tested on Arkivalieronline. This viewer has some new features that the current viewer does not, including:

1. Ability to click and drag the images.
2. Zoom in and out feature: can use the '+' and '-' signs, or scroll the wheel on your mouse.
3. Print and/or save right from the screen.
4. The word "Opslag" is no longer used, but the image numbers still correspond with the old viewer.

Further Your Learning!

If you wish to learn more about Danish genealogical research, visit the following websites:

❖ FamilySearch Wiki, Denmark portal page, https://familysearch.org/learn/wiki/en/Denmark. This website has research tools, how to helps, learning articles and much more!
  • Feast Day Calender conversions
  • Every place name gazetteer
  • Website Links
❖ FamilySearch Learning Center, https://familysearch.org/learningcenter/home.html. This website has a variety of educational videos you can watch to learn how to do the research. Of most interest for Denmark are:
  • 5 Minute Genealogy, 21 episodes
  • Scandinavian Research, 1 video
  • Reading Scandinavian Gothic Handwritten Records, 3 videos

Basic Words to Know

Danish	English	Danish	English
Aftægtsmand	Retired man	Husfader, Husmoder	Father/mother of the house
Alder	Age	Hus, Husmand	House, small farmer
Barn, Børn	Child, Children	Kone	Wife
Boelsmand	Farmer	Navn	Name
Dreng	Boy, Farm hand, Bachelor	Optegnelse	Record
Enke	Widow	Personer	Persons
Folketælling	Cenus	Pige	Girl, Unmarried woman
Fraskilte	Divorced	Sal	Floor
Gift	Married	Sognet	Parish
Gaard, Gaardmand	Farm, Farmer	Stue	Main floor
Her	Here	Tjenestefolk	Servants, farmhands
Indsidder, Indster	Renter, Lodger	Ugift	Single

For more translations, see the article "Danish Word List" on the FamilySearch Wiki (https://familysearch.org/learn/wiki/en/Danish_Word_List)